

The Brown Box to Bulk Bulletin

Early Spring Edition 2018

The Annual Pre-Order Survey opened on January 22, 2018. The Pre-Order survey is scheduled to close in two parts.

The close date for fruits, vegetables and dairy is Friday, March 9, 2018.

The close date for poultry and livestock is Friday, March 23, 2018.

Please check your bulk pounds balances with our commodity management companies, [K12Foodservice](#) and [ProcessorLink](#).

What is the IDOE Food Distribution Program (FDP)?

The Food Distribution Program is administered through the IDOE for eligible institutions to receive entitlement dollars to purchase food from the United States Department of Agriculture (USDA). These USDA Foods, (aka commodities), can be used within the National School Lunch Program (NSLP), Summer Food Service Program (SFSP) and After School Snack Program (ASSP). To learn more about FDP, please visit <http://www.doe.in.gov/nutrition/food-distribution-program>.

Introducing.....Three New USDA Foods Brown Box Items Added to the Indiana Pre-Order Survey Food List



- [110844-Potatoes, Diced, 6 Frozen 5 lb. Packages](#)
- [110854-Peanut Butter, Individual Portion](#)
- [110860-Strawberries, Sliced, Unsweetened, 6 Frozen 5 lb. Packages](#)

Six Steps to Direct Diversion Processing

Direct Diversion Processing is a processing option available to all Recipient Agencies (RAs), also known as School Food Authorities (SFAs), participating in the USDA Foods program. Direct Diversion Processing allows RAs to commit bulk USDA Foods on their annual Pre-Order Survey to a procured processor to be made into ready to eat finished end products. For example, an RA may send bulk chicken to a processor to be made into a ready to eat product such as chicken nuggets. Below are six important steps for direct diversion processing:

1. Processors and Products are the eligible processors and products available for Indiana. Lists for both processors and products are available on our website. Please click [here](#) to be directed to the Food Distribution webpage.
2. Procurement is the purchasing of goods and services and it is a critical part of the direct diversion process. It involves planning, drafting specifications, advertising, contract award, and managing the contract. Procurement training for Indiana RAs is covered in both classroom and webinar formats by our IDOE Procurement specialist. For information on procurement, please contact charris@doe.in.gov.

Upcoming 2018 Events

Click [here](#) to check out our upcoming trainings.

Timeline

RAs should alert warehouse of school breaks and closings

March

2019 Pre-Order Survey Closes in two parts:

March 9, 2018 for Fruits, Vegetables and Dairy
March 23, 2018 for Poultry and Livestock

Summer Food Service Program USDA Foods Request Forms become available

May-June

RAs Should Remove Inventory from their respective warehouses.

June

RAs Should Ensure that Inventory is Removed from the Warehouse by Placing Items on an Order Form.

July

No USDA Foods Deliveries are Made by the Contracted Warehouses.

3. Annual Pre-Order Survey is when RAs place their annual USDA Foods orders for the next school year. This is done each year in the CNPweb in mid to late January. RAs must be on National School Lunch Program and submit claims for reimbursement for at least one school year.
4. The State Participation Agreement involves the Indiana Department of Education entering into agreements with processors and manufacturers that wish to be involved with the direct diversion processing program.
5. Order Finished End Products by working with processors and food brokers to order finished end products. The timing for this step is key to ensure that RAs start receiving end products soon after school begins in the fall.
6. Monitoring is crucial to follow the flow of your USDA Foods through the entire process to ensure your school receives the full value of USDA Foods end products.

A good resource for direct diversion processing is the American Commodity Distribution Association (ACDA) Recipient Agency (RA) Handbook. This handbook provides information on the steps and processes for direct diversion processing. For a copy of the handbook please click [here](#).

USDA Department of Defense (DoD) Fresh Program

The December 31, 2017 deadline for commitments for USDA DoD Fresh program has passed. Pre-allocations have been deducted from all RA's entitlement amounts. Please refer to the Food Distribution Program green puzzle piece, under the entitlement tab, to view the deduction.

Your Students are Eating What???

In this section, we would like to showcase *your* unique ideas and recipes using USDA Foods. Please email Cheryl Moore at cmoore@doe.in.gov to submit your ideas.

Food Service Professionals, are you looking for ways to use your USDA Foods diced chicken 100101? Then, look no further. Here's a recipe submitted by MSD Lawrence Township Schools in Indianapolis. A special thank you to them for their submission.

Chicken Fajita Meat



Makes: 80 (2 ounce) Servings
1 cup Fajita seasoning mix
10 lbs. chicken, diced, cooked
1 cup (8 fluid ounces) drinking or tap water

Place thawed chicken, seasoning and water into a pan the day **before** cooking. Cover with foil and store in the refrigerator. The next morning, put the pan in the oven and cook it at 350° F for 35 minutes, then reset for another 20 -30 minutes. When done stir seasoning throughout. (Cooking times may vary. Make sure chicken temps at 165° F and that the product does not dry out.)

They use the fajita diced chicken meat for our wrap-less burrito. We use Spanish rice, fajita diced chicken, and top it with queso cheese. The students also have the option to add shredded lettuce, diced tomatoes, sour cream, and salsa as toppings.

Abracadabra Bars



Makes: 120 Servings

This recipe contains USDA Foods and is a delicious, nutritious way to get students to try new dishes. Please click [here](#) to view the full recipe.

This current recipe is from the **USDA What's Cooking website**. Other recipes containing USDA Foods can be found [here](#).

Did You Know?

There are three types of Value Pass-Through Methods for processors to process bulk USDA Foods.

- **Rebates** are when the processor sells finished end products directly to the RA at the commercial price. The processor invoices the RA at gross price for all eligible end products purchased. Then, the RA applies for a rebate from the processor.
- **Fee for Service** is when a processor fee is charged to the RAs by invoicing the cost of all ingredients, except USDA Foods.
- **Net-Off Invoice (NOI)** is when the processor sells commercial products to commercial distributors at a commercial price. Then the distributor will deliver the finished end product to the RA and invoice the RA at a net case price. Finally, the distributor claims a credit from the processor for the value of the USDA Foods contained in the end product.

It is important to know the value pass through methods because not all processors use all the methods, the value pass through methods must be indicated in the procurement process and RA need to ensure they are receiving full value of the USDA Foods back from the processor or distributor.

Always Remember To:

Have staff available to receive USDA Food orders.

Check expire and close dates on the inventory tab in CNPweb.

Place an order of 10 cases or more to avoid drop fees.

Check with [ProcessorLink.com](#) and [K12Foodservice.com](#) monthly to verify your raw/bulk product balances. Also, double check both sites to ensure product has not been previously diverted to a processor by food service staff. There may be product available in your school's account.

Definitions and Acronyms

ACDA – American Commodity Distribution Association

ASSP – After School Snack Program

DoD – Department of Defense

FDP - Food Distribution Program

IDOE – Indiana Department of Education

IDOE (FDP) Contacts

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USDA FOODS Resources

[IDOE Food Distribution Program](#)

[USDA Foods Distribution Programs](#)

[ACDA's RA Processing Handbook](#)

2017-18 State of Indiana Holidays

Good Friday, March 30, 2018

Primary Election Day, May 8, 2018

Memorial Day, May 28, 2018

****State Offices are closed in observance of the above holidays.**

NSLP – National School Lunch Program

RA – Recipient Agency

SBP – School Breakfast Program

SFSP – School Food Service Program

SY – School Year

USDA – United States Department of Agriculture